

NAVAL STATION BREMERTON INSTRUCTION 11000.1

From: Commanding Officer, Naval Station Bremerton

Subj: SELF-HELP PROGRAM

Ref: (a) SECNAVINST 11014.11B, DOD Real Property Maintenance Activities Program  
(b) OPNAVINST 11000.8G, Self-Help Program in Support of the Navy Real Property Maintenance Program  
(c) NAVSHIPYDPUGETINST 11014.2H, Procedures for Requesting Work Performed by the Public Works Department

1. Purpose. To set forth new policies and procedures for execution of the Self-Help Program at Naval Station Bremerton, Bremerton, Washington.

2. Cancellation. NAVSHIPYDPUGETINST 11000.4B.

3. Definitions

a. Self-Help. The use of military and civilian Navy manpower, not normally assigned full time to perform real property maintenance activity functions, to perform real property maintenance, repair, alterations, or semi-skilled in construction and maintenance work. Supervision and technical expertise is supplied by either Occupational Field 13 Ratings (Seabees) or other technically skilled individuals working out of existing Public Works Departments (Shops) or Naval Construction Battalion Unit (CBU) 418.

b. Self-Help Coordinator. A designed individual within the Public Works Department (Code N444.91) who will be responsible for managing Self-Help Projects.

4. Background. References (a) and (b) provide Navy policy with respect to the use of military labor to accomplish maintenance, repair, and construction of Department of Defense real property assets. The installation commander is empowered to employ these assets in the most cost-effective mix. All work must be done per established codes and specifications. The most logical way to effectively use military labor for self-help projects is through a well-organized Self-Help Program.

5. Policy

a. The Self-Help Program at Naval Station Bremerton shall be coordinated, managed, and executed under the direction of the Bremerton Naval complex Public Works Officer (Code N444). The Public Works Officer will ensure that the program is accomplished under qualified professional guidance, maintaining the safety and integrity of facilities, providing for economical use of material, and is consistent with local development plans and all regulations pertaining to facilities construction and alteration.

b. Self-Help unskilled personnel will be provided by Code N444.91 and tenant commands for projects under their sponsorship.

c. Work of a recurring maintenance nature (janitorial work, grounds maintenance, etc.) which is normally tasked to contractors, the Public Works Shops, or the Work Leveling Shop, will NOT be performed by Self-Help personnel.

6. Action

a. Commander Naval Region Northwest, Public Works Bremerton, Code N444.91, is the Program Manager responsible for:

(1) Receiving and reviewing requests for Self-Help for scope, manpower availability, and appropriateness as a Self-Help Project.

(2) Coordinating material procurement and availability of tools and equipment required.

(3) Providing technical personnel and guidance to properly plan and complete the project including technical review and post construction inspection.

(4) Coordinating assistance from CBU 418 as needed.

b. Departments or commands requesting Self-Help Project shall:

(1) Submit request for project provided in reference (c) to Public Works Department (Code N444.9). Self-help requests

should be submitted on Work Request (Maintenance Management), NAVFAC 9-11014/20. Note: "Self-Help Project" in Block 8 of the form.

(2) Provide funds for material to be purchased for the project.

7. Forms. Work Request (Maintenance Management), NAVFAC 9-11014/20, is available from the Department Forms Manager.

J. A. HOLDEN

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